

GRADUATE PLANNING & AUDIT SYSTEM

View, modify, approve, or return to student

Reviewing and approving GPAS steps:

ADVISERS ONLY [or] PROGRAM STAFF ONLY

1. Navigate to an individual student's GPAS
2. Open the GPAS Planner
3. Review, modify, return, or approve

OPTIONAL FUNCTIONALITY

4. [Select the student's program of study](#)
5. [Open the audit report](#)
6. [Add course using audit](#)
7. [Add course to GPAS using browse catalog](#)
8. [Planning courses by term](#)

ADVISERS ONLY**Step 1: Navigate to an individual student's GPAS**

Students assigned to you will appear in the **My Advisees** tab.

Step 2: Open the GPAS Planner

Click on the link **GPAS Planner (GPAS Only)**.

Step 3: Review, modify, return to student, or approve GPAS planner

To approve a student's GPAS planner check the **Program Approval** box and select **Save Approval Changes**.

Select **Return to Student** for student to make changes.

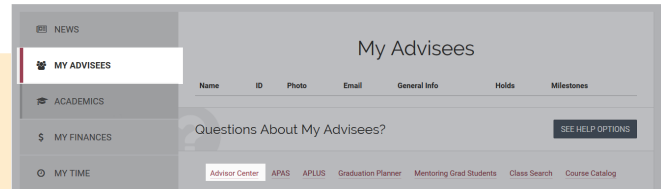
To delete coursework in GPAS, check the box next to course and click on trash icon.

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	EPSY 8264	AdvMult RegAnalysis		3.00	Every Fall	i	🗑️
<input type="checkbox"/>	KIN 5235	Advanced Biomechanics II	yes	3.00	Spring Odd Year	i	🗑️
<input type="checkbox"/>	KIN 8132	Sem: Motor Develop	yes	3.00	Periodic: Spring	i	🗑️

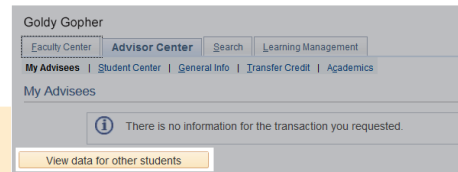
PROGRAM STAFF ONLY

Step 1: Navigate to an individual student's GPAS

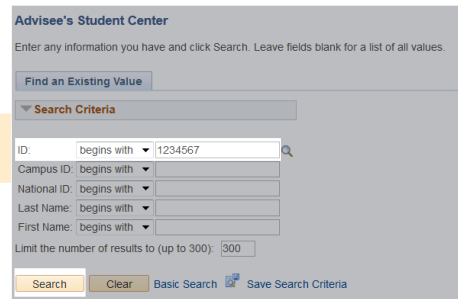
To search for a student, click on the **Advisor Center** link in the **My Advisees** tab, which will bring you into PeopleSoft.



Click on **View Data for Other Students**.

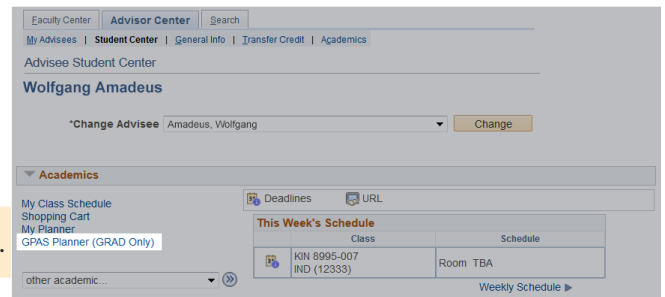


Enter a student **ID** number.



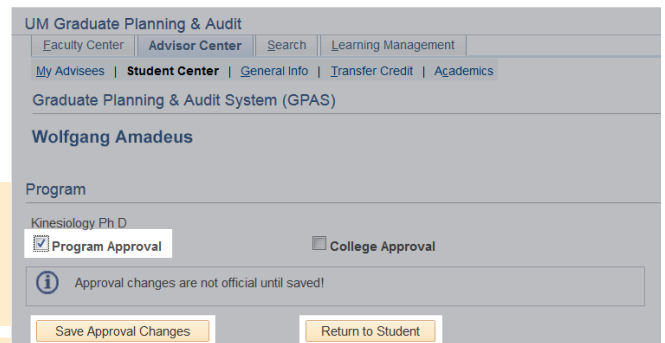
Step 2: Open the GPAS Planner

Click on the link **GPAS Planner (GPAS Only)**.

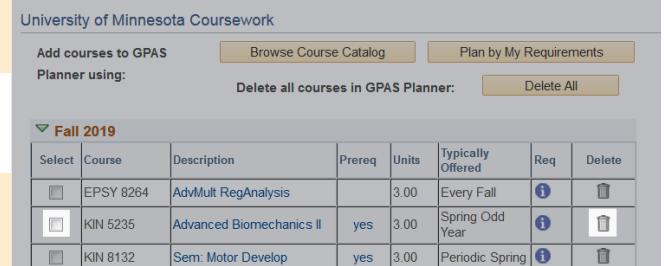


Step 3: Review, modify, return to student, or approve GPAS planner

To approve a student's GPAS planner check the **Program Approval** box and select **Save Approval Changes**.



Select **Return to Student** for student to make changes.



To delete coursework in GPAS, check the box next to course and click on trash icon.

OPTIONAL: ADDITIONAL FUNCTIONALITY

Step 4: Select the student's program of study (if applicable)

A student's primary program will be the program that will automatically appear under the program information. If a student has more than one program/plan, ensure you are reviewing the correct program/plan. If you are not, click on the **Change** button.

UM Graduate Planning & Audit

go to ...

Faculty Center | **Advisor Center** | Search | Learning Management

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Graduate Planning & Audit System (GPAS)

Wolfgang Amadeus

i This Graduate Planning & Audit System Plan hasn't been submitted.

Program

Kinesiology Ph D **Change**

Program Approval College Approval

University of Minnesota Coursework

Add courses to GPAS Planner using: **Plan by My Requirements**

Select the appropriate **Program of Study** you want to review.

UM Graduate Planning & Audit

go to ...

Faculty Center | **Advisor Center** | Search | Learning Management

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Graduate Planning & Audit System (GPAS)

Wolfgang Amadeus

Select a Plan then click Continue.

	Institution	Program of Study
<input checked="" type="radio"/>	Twin Cities/Rochester	Kinesiology Ph D
<input type="radio"/>	Twin Cities/Rochester	Sociology / Doctoral

continue

[Go to top](#)

Click **Continue** to view the student's planner.

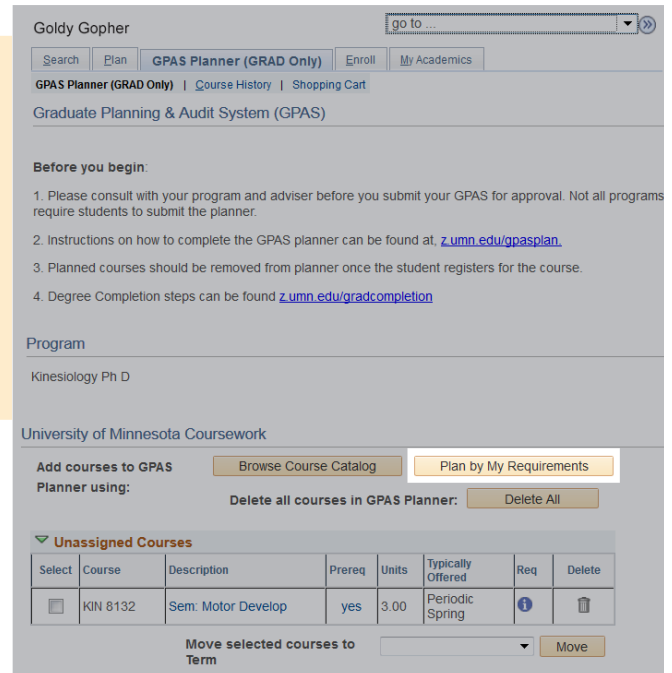
OPTIONAL: ADDITIONAL FUNCTIONALITY

Step 5: Open the audit report

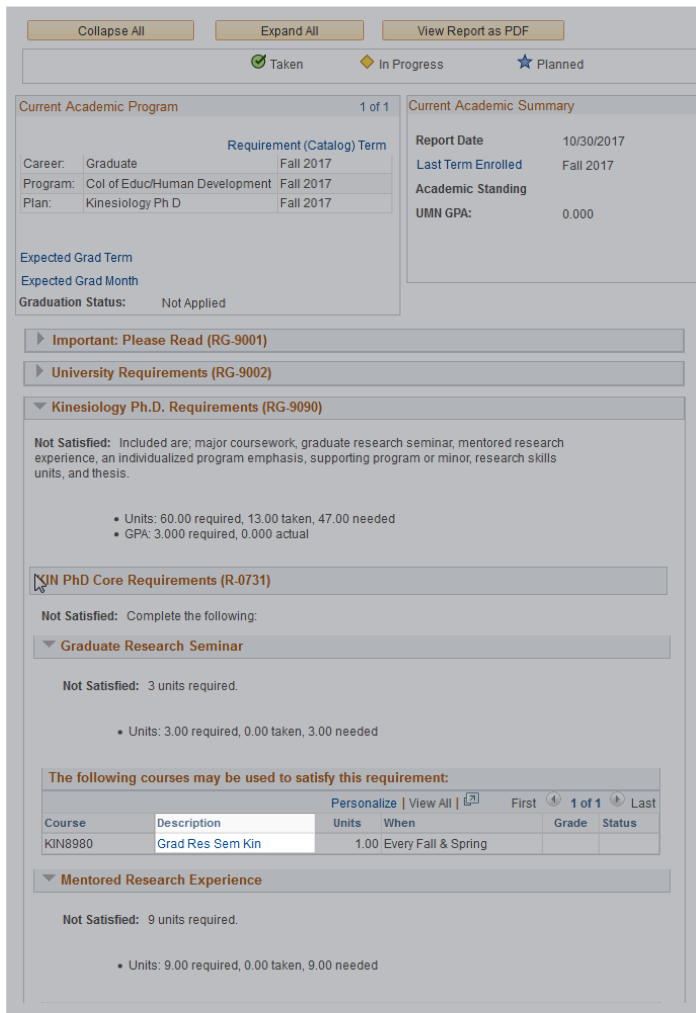
To review the audit/advisement report select the **Plan by My Requirements** button to run an advisement/audit report.

The Planner remains open and the audit report launches in a new tab.

Additional information on understanding the audit report can be found at:
<https://asr.umn.edu/academicadvisement>

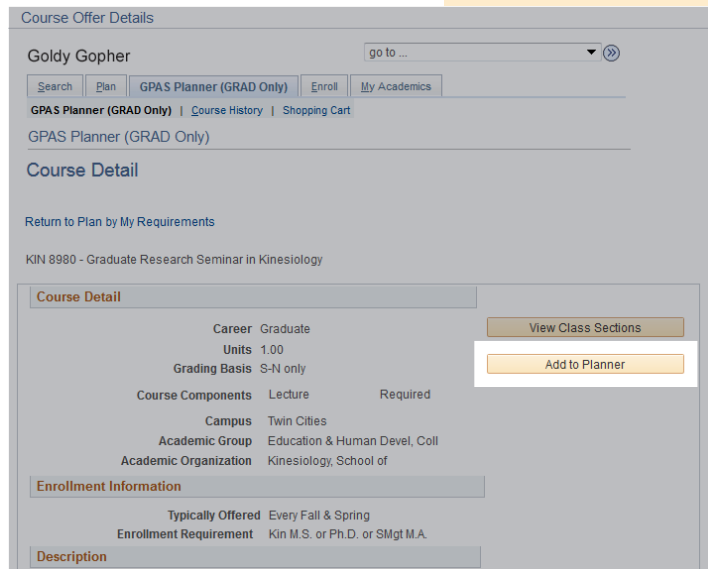


Step 6: Add course using audit report



Click on the course link under the **Description** header.

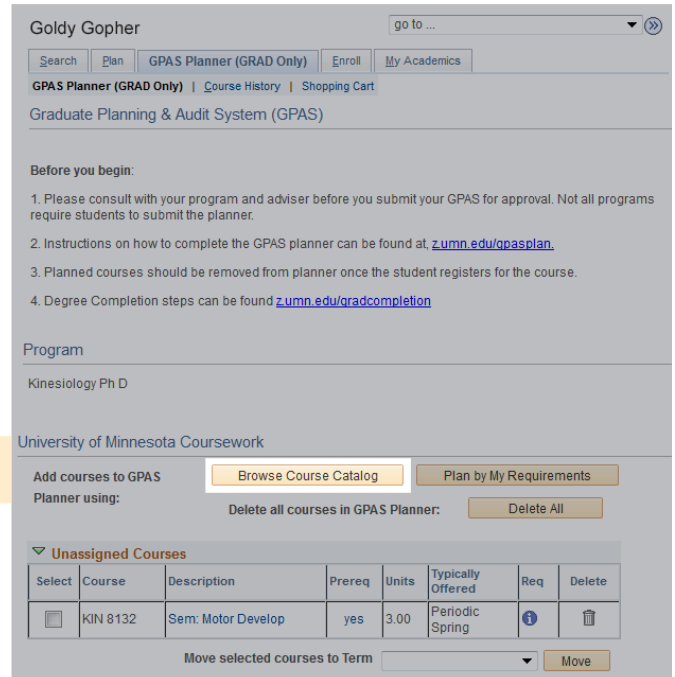
Click the **Add to Planner** button.



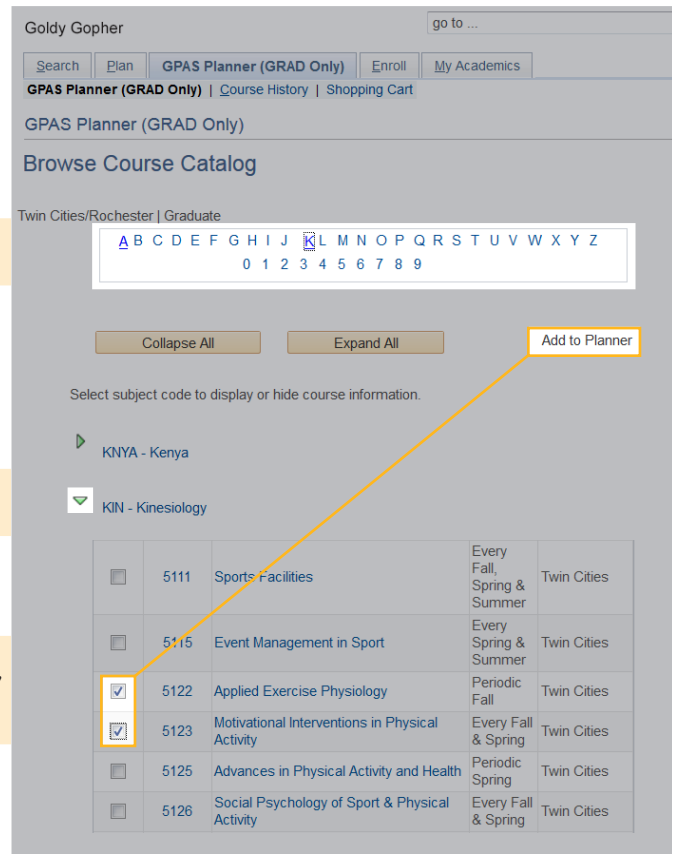
OPTIONAL: ADDITIONAL FUNCTIONALITY

Step 7: Add a course to GPAS using Browse Catalog

Click the **Browse Course Catalog** button.



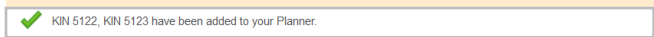
Select a **letter** of the alphabet.



Open the subject of choice by clicking the **Triangle**.

Check the **box** next to the course(s) you wish to add, then click **Add to Planner**..

A verification box appears to indicate the course was successfully added to the student's planner.



OPTIONAL: ADDITIONAL FUNCTIONALITY

Step 7: Planning courses by term

Courses added to the planner will fall under **Unassigned Courses** by default.

Assign courses a term and year in the dropdown menu.

University of Minnesota Coursework

Add courses to GPAS [Browse Course Catalog](#) [Plan by My Requirements](#)

Planner using: [Delete all courses in GPAS Planner:](#) [Delete All](#)

Unassigned Courses

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	EPSY 8264	AdvMult RegAnalysis		3.00	Every Fall	i	🗑️
<input type="checkbox"/>	KIN 5235	Advanced Biomechanics II	yes	3.00	Spring Odd Year	i	🗑️
<input type="checkbox"/>	KIN 8132	Sem: Motor Develop	yes	3.00	Periodic: Spring	i	🗑️

Move selected courses to Term [Move](#)

Transfer Coursework

Enter transfer coursework to meet degree requirements. Approve the University of Minnesota transcript.

[Add New Transfer Course](#)

Submit for Approval

Clicking the submit button below will route your GPAS on to your advisor. Once you click submit you will no longer be able to make changes to the status. A notification will be sent to you once it is approved and processed.

[Submit](#)

Need Help? [👁️](#)

of the University of Minnesota. All rights reserved. The University of Minnesota is an equal opportunity educator and employer. Or

A verification box appears to indicate the course was successfully moved to the term and year.

 EPSY 8264, KIN 5235, KIN 8132 have been moved to Fall 2019.